GOVERNMENT OF
THE VIRGIN ISLANDS OF THE UNITED STATES

Request for Proposal – Negotiation
Professional Services

To: …………………………………………… 　　Date: August 25, 2017

………………………………………….......　　RFP-015-2017(P)

Pursuant to 31 V.I.C. 239 **(a) (4)** and Rules and Regulations thereunder issued, the Government of the Virgin Islands, Department of Property and Procurement will receive proposals for the work described below. Proposals will be received until __Friday, September 22, 2017__ @ __1:00__ o'clock P.M.

DESCRIPTION OF WORK AND PROJECT No.

The Government of the Virgin Islands, Department of Property and Procurement is requesting proposals from qualified contractors for the following services: **RFP-015-2017(P) Public Safety Enterprises Solution, United States Virgin Islands.**

SCOPE OF SERVICES: ATTACHED

NEGOTIATED PROCEDURES:

The Commissioner of the Department of Property and Procurement will appoint Selection Committee to assist in the evaluation and selection of the Contractor. Accordingly current data on qualifications and performance should be submitted with proposals. After reviewing the qualifications and proposals the Committee will select for discussions from the firm/s or person/s considered not less than three (3), in order of preference, **deemed to be most highly qualified to provide the services herein required. Discussions** will be conducted successively and severally with the firms or persons so selected the anticipated concepts and the relative utility alternative methods of approach for furnishing the services hereunder.

FACTORS FOR DISCUSSIONS

Selection criteria will include **(i)** Professional qualification, registration and general reputation of the principals of the firm or person; **(ii)** the extent to which the firm or person specializes in or has designed projects of a type and scope similar to the hereunder; **(iii)** familiarity with the area in which the project is to be located; **(iv)** capability of meeting design schedules; and **(v)** quality of performance on other projects.

NEGOTIATION:

The Selection Committee shall recommend to the Commissioner **the highest qualified firm or person with whom a contract shall be negotiated.** The Commissioner, with the assistance of the Selection Committee, shall attempt to negotiate a contract with such firm or person.

Should the Commissioner be unable to negotiate a satisfactory contract with the firm considered to be the most qualified, at a price he determines to be fair and reasonable to the Government, negotiations with that firm will be formally terminated. Negotiations will then be commenced with the second most qualified, the third most qualified or additional firms, in order to preference and their competence and qualification, and shall continue until an agreement is reached.

Commissioner of Property and Procurement

INSTRUCTION TO PROPOSALS

A. NOTICE

This project is for the following services: RFP-015-2017(P) Public Safety Enterprises Solution, United States Virgin Islands.

Information provided in the scope of work is to be used only for purposes of preparing a proposal. It is further expected that each bidder will read the scope of work with care, for failure to meet certain specified conditions may invalidate the proposal.

The Government of the Virgin Islands, herein after referred to as GVI, reserves the right to reject any or all proposals or any portion thereof and to accept the proposal deemed most advantageous to GVI. Price shall not be the sole criterion of awarding this project. Scope and quality of work proposed and the ability of the bidder to complete this type of project shall also be considered.

Applicants are requested to submit proposals on the basis of the scope of work. Alternative proposals recommending new features and technology other than that requested in the scope of work will receive consideration providing such new features and/or technology is clearly explained. Any exceptions to the requirements requested herein must be clearly noted in writing and be included as part of the proposal.

The information contained herein is believed to be accurate, but is not be to consider in any way as a warranty. Request for additional information clarifying the Scope of Work should be directed in writing to: and a copy to the Commissioner of Property and Procurement.

B. STATEMENT OF PURPOSE

This project has been to assist the government of the Virgin Islands in Meeting the need for the following services: RFP-015-2017(P) Public Safety Enterprises Solution, Unites states Virgin Islands.

C. PROPOSE SCOPE OF WORK

See Attached Scope of Work

D. TIMETABLE

1. Last day for requests for written clarification will be **Friday, September 8, 2017 at 1:00 p.m.**

2. Proposals will be accepted at Department of Property & Procurement, no later than **Friday, September 22, 2017 at 1:00 pm.**

3. **A pre-proposal meeting will be held on September 7, 2017, at 9:00 AM. The location of the meeting will be at the Property & Procurement #3274 Estate Richmond, Christiansted, VI 00820. The meeting will be followed by a project site walkthrough for each network each day.**

E. SUBMISSION OF PROPOSAL

All interested parties shall submit five (5) sets of proposals (one (1) original and four (4) copies unbound and one (1) USB thumb drive with the complete response attached in PDF format. The thumb drive shall be free of any threats.), which are to be delivered to the Department of Property and Procurement during normal business hours, no later than **Friday, September 22, 2017 at 1:00 pm.**

They shall be addressed to:
Lloyd T. Bough Jr.
Commissioner
Department of Property & Procurement
#3274 Estate Richmond
St. Croix, Virgin Islands 00820

The sealed envelope containing the proposal must have the following Information written on the outside of the envelope:

SEALED PROPOSALS-DO NOT OPEN
RFP-015-2017 (Name of Bidder) (Mailing Address of Bidder) (Telephone Number of Bidder) (Fax Number of Bidder)

Where proposals are sent by mail, the bidder shall be responsible for their delivery to DOT before the date and time set for the closing of acceptance of proposals.

F.   WITHDRAWALS OF PROPOSAL

A proposal may be withdrawn at any time prior to the time specified as the closing time for acceptance of proposals. However, no proposal shall be withdrawn or canceled for a period of thirty (30) days after said closing time for acceptance of proposals nor shall the successful provider withdraw or cancel or modify his proposal, except at the request of GVI after having been notified that said proposal has been accepted by GVI.

G.   INTERPRETATION OF SPECIFICATIONS

If any person contemplating submitting a proposal requires clarification of any part of the scope of work, he/she may submit to the GVI a written request for an interpretation thereof to the **Deputy Commissioner of Procurement, Dynell Williams**. GVI will not respond to questions received after the above established date. The person submitting the request will be responsible for its prompt delivery. Any interpretation of the scope of work will be made in writing to all prospective providers. Oral explanations will not be binding.

H.   CONSIDERATION OF PROPOSAL

The Commissioner of Property and Procurement shall represent and act for GVI in all matters pertaining to the scope of work and contract in conjunction therewith. **This RFP does not commit GVI to the award of a contract, nor pay any cost incurred in the preparation and submission of proposals in anticipation of a contract. GVI reserves the right to reject any or all proposals and to disregard any informality and/or irregularity in the proposal when, in its opinion, the best .interest of GVI will be served by such action.** Proposals failing to provide some of the items in the scope of work shall not be rejected per se but any deviations from the scope must be clearly noted.

I.   ACCEPTANCE OF PROPOSALS

GVI will notify in writing acceptance of one of the proposals. Failure to provide any supplementary documentation to comply with the vendor's proposal may be grounds for disqualification.

J.   CONTENTS OF PROPOSAL

The following is a list of information to be included in the written proposal. Failure to comply with all the requirements as outlined, will disqualify the applicant.

1.   Introductory letter about the applicant:

    a. Name, address, fax and telephone numbers.
    b. Type of service for which individual/firm is qualified.

2.   Organization:

    a. Names/addresses of Principals of Finn.
    b. Names of key personnel with experience of each and length of time in organization.
    c. Number of staff available for assignment. (Local & Off-Territory)
    d. Copy of Articles of Incorporation
    e. Copy of Certificate of Resolution
    f. Copy of valid Business License

3.   Outside consultants that will be retained for this project and percentage of work to be sub-contracted.

4.   Project experience:

    a. List of completed projects and estimated cost of each.
    b. Current projects underway; scope; percentage completed to date and estimated cost of each.

5.   Project References: (including a notarized written consent from the authorized representative which must include: name; telephone number; email address and facsimile number).

6.   Project Approach:

    a. Describe how you will approach this project and availability to perform the services requested.

7.   Cost: The Cost Proposal must be submitted in a separate sealed envelope.

K.   CONFLICT OF INTEREST

A proposer filing a proposal hereby certifies that no officer, agent or employee of GVI has a pecuniary interest in this proposal or has participated in contract negotiations on behalf of GVI; that the proposal is made in good faith without fraud, collusion, or connection of any kind with any other Bidder for the same request for proposals; the Bidder is competing solely in its own behalf without connection with, or obligation to, any undisclosed person or firm.

L.   LICENSE REQUIREMENT

An award will not be made to any firm or individual doing business in the Virgin Islands to perform work with the Government of the Virgin Islands until evidence is submitted that the said firm or individual has a valid U. S. Virgin Islands Business License to do business in the Virgin Islands. It is recommended that firms obtain the requirements for obtaining a U.S. Virgin Islands Business License at www.dlca.vi.gov. Bidders must submit hard copy of a valid V.I. business license within ten (10) working days after award.

All Bidders bidding as Joint Ventures must be licensed as a Joint Venture in the Virgin Islands.

M.   REQUIRED DOCUMENTS

1.   PUBLIC LIABILITY: The successful bidder will be required to obtain and have in place public liability insurance and other insurance necessary as requested in this proposal package. Insurance policy (ies) shall name the Government of the Virgin Islands as **"Additional Insured"**. The public liability insurance shall have a minimum limit of not less than **one hundred thousand ($100,000.00) dollars** for anyone occurrence for death or personal injury and **one hundred thousand ($100,000.00) dollars** for anyone occurrence for property damage. **Bidder must provide public liability insurance within ten (10) working days after award. See attached Liability and Insurance sections for additional requirements.**

2.   WORKERS' COMPENSATION: Within ten (10) working days after award of project the successful bidder must submit a copy of their certificate providing that his firm and his agents are covered by Workers' Compensation Employee's Liability.

REQUEST FOR PROPOSAL

Public Safety Enterprise Solution

United States Virgin Islands

BIDS DUE Friday September 22, 2017

AT 1:00 P.M.

Property and Procurement
3274 Estate Richmond
Christiansted, VI 00820

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Introduction

The Government of the Virgin Islands seeks a qualified provider to design, configure, train and maintain a fully-functional and integrated Public Safety Software Solution for emergency management organization and agencies. This system includes Computer Aided Dispatch, Records Management System tools to be configured for cross platform utilization among users.

The GVI requires a comprehensive public safety system of technologies that provide an integrated approach to and for emergency management support and documentation along with accurate record keeping capabilities. This system should allow for data sharing, dispatch tracking, record keeping and communications tracking and monitoring. It must allow for unified communications and data sharing across a connected enterprise utilizing the platform and technologies available throughout the USVI enterprise.

1.2   Statement of Intent

The Government of the Virgin Islands is seeking a hardware/software solution that will address an integrated strategic vision focusing on goals, objectives, and requirements identified in this RFP. Respondents are required to:

- Provide a proven state of the art Records Management System that incorporates a combination of tools and products capable of cross platform functionality based on the essential elements of information (EEI) identified in this supporting document.
- Must have over ten years of experience in the public safety systems industry.
- Ability to support the system for a minimum of five years. Support includes maintenance, installation, training and upgrades.

1.3   Background

The U.S. Virgin Islands consists of four islands with a population of approximately 150,000 residents and a large number of tourists daily. The landscape is mountainous and separated by water. Most areas are rural with pockets of urban areas. They are separated into two districts to serve the population. There are two Public Safety Answering Points (PSAPs), one on the island of St. Croix and one on St. Thomas with 12 call center dispatch positions each.

1.4   Strategic Objectives

The government of the United State Virgin Islands is seeking to improve the data collection, communications sharing and records keeping functionality of emergency management agencies with a product that provides multi functional cross platform/agency capabilities that provide for the following:

- To obtain a fully-integrated solution to serve Public Safety departments and end users of the CAD, RMS, Mobile.
- A cost-effective solution that with provide the best Return on Investment (ROI).

- Maximize the effectiveness of staffing.
- Improve the quality of 911/Emergency Communications Center, Law Enforcement and Emergency Medical Services to our citizens.
- Improve the efficiency of operations.
- Leverage technology for maximum effectiveness.
- Employ public safety industry best practices and standards.
- Increase information sharing capabilities.

Respondents to this RFP shall provide information explaining how the proposed solution will meet or exceed the above goals and objectives. The Government of the Virgin Islands is open to recommendations that could improve public safety services cost effectively.

1.5   Scope of Work

Respondent shall provide comprehensive information about a viable CAD/RMS/Mobile solution suite. This should include an understanding of the proposed all-inclusive solution. Graphics, presentations, user manuals and media are encouraged to articulate the benefits of the system. This should also include language and protocols used for user interfaces, deployment, network services and integration strategies and options. Configuration and installation of server and client level hardware and software including any applications required by your system shall be included in the proposal. At a minimum, these systems shall support the following:

Computer-Aided Dispatch to support 24 seats in two locations.

- CAD Mapping and AVL
- Integrated ProQA
- E9-1-1 Interface to populate ANI/ALI
- Position Query USVI/NCIC

Records Management and Administration
- Customized and Add-hock reports
- Crime Analytics
- Address Validation
- Evidence Tracking

Mobile Application
- Full messaging and mapping
- Real-time access to CAD/RMS/Jail
- E-Citations

Jail Management System
- Fingerprinting system
- Inmate Imaging
- Comprehensive Inmate Management System

Fire RMS
- Fleet Management

- Fire Education Management
- Investigation Management

Emergency Management Service RMS
- Medical Records Keeping
- Resource Utilization Management
- Mobility

Peace officer Standards Training (POST) RMS
- Training and Certification
- Personnel Management
- Curriculum Design

1.6   Technical Requirements

The vendor must provide a detailed system configuration and installation services. This should include operating systems, user interfaces, network services and integration. Please indicate hardware, desktop and mobile applications with desired network configuration.

1.7   Support Services

The level of support services should be described in detail. If third-party software is included, please specify how it will be supported. The following services must be included:
- Data Normalization
- Data Storage
- Data Management
- Integration with current systems
- Installation
- Testing
- Documentation
- Staff training

1.8   Pricing

Detailed pricing for hardware, software, implementation services, training and support must be included in the proposal.
- Annual 24x7 365 technical support for a period no less than five years should be outlined.
- Costs associated with upgrades should also be included.
- Per user license fees must be outlined.
- Optimum respondent will provide for scheduled payments covering a five year period with a single minimum payment to start the project.

Integration between System components is seamless to the user.

- All the information / elements / paperwork for a case are accessible via one location / interface.
- Staff is able to query information in the different repositories (CAD, RMS, Field Reporting, Modules such as traffic report, evidence, etc.) in one query.
- Access to reports available to all concerned upon request.

All RESPONDENTS must place the appropriate letter as indicated below in the in the RESPONSE column of the tables

I = Included. Requirement is met by vendor's base product.

M = Modification required. Base product has this feature or function, but some modification will be required to meet the specific requirement. Explain any modifications required of your proposal and note the reference number in the Reference column in the table. Cost, if any, must be itemized in the Pricing Section.

F = There is a future plan to provide this feature. Responses in this category require an anticipated release date.

C = Custom enhancement. The vendor's base product does not contain this function or feature but it will be added to meet the requirement. Cost, if any, must be itemized in the Pricing Section.

N = Not provided nor proposed.

General System Requirements

REQUIREMENT	RESPONSE	COMMENTS
The system runs on a Windows based platform and has support for multiple client operating systems.		
System offers a cloud-based interface for public information that is easily managed.		
Respondent is responsible for communication with all hardware and software providers.		
CAD and Records Management are one integrated system, not two systems interfaced to each other.		
Respondent must facilitate Data Migration of all existing CAD RMS, Jail and Fire data.		
System should allow for interoperability with other systems through the use of APIs.		
System must be able to interface with all emergency support services in the USVI.		
System supports live backups with no interruption of services.		
Ability to modify or create custom reports.		

Each agency module must have the following Functions • Personnel • Training and certifications • Fleet and Property Management		
Requires unique organizational identifiers for each data entry. Each agency responding to an incident must have a number generated upon creation of the call or dispatch, not the disposition of the call.		

2. RMS Requirements

2.1 Master Name Index		
Master Name file includes all pertinent personnel information relative to precise identification.		
Individual files include Physical characteristics (current and past descriptors), Race and ethnicity, Location history (current and past residence), Employer information, Telephone numbers, Known associates, Alias names, Available mugshot and photographs, Scars, marks, and tattoos, NCIC fingerprint classification		
The process used to look up a person in the Master Name file must be flexible enough to aid in locating the person when only a partial name or misspelled name is available, to include use of wild card searches.		

2.2 Incident Reporting		
Summarizes and stores UCR and NIBRS reports.		
Incident reports include pertinent data.		
Data will need to be exchanged with the following systems from the incident reporting module. • Federal databases to support electronic submissions following NCIC standards • Prosecutor • Courts • Jail Management System (JMS)		

2.3 Investigative Case Management		
Case investigation log required.		
The Investigative management module must generate the following reports: • Cases not assigned for investigation or follow-up Case summary • Case aging report (list of cases by age range, days, weeks, month, etc.) • Assigned cases (open cases by investigator and current		

status)
  • Cases pending assignment
  • Activity follow-up
  • Alerts (e.g., overdue, case assignment, and task assignment)
  • Pending activity (e.g., by investigator, case, and division)
  • Case disposition (both law enforcement dispositions and court dispositions)		

2.4 Evidence & Property Management		
The system shall include a property subsystem that will enable the department to keep track of all property associated with cases and incidents.		

The system will allow generation of the following reports.
 	
  • Chain of custody
  • Property summary report
  • Property item detail
  • Released property report
  • Property inventory report
  • Property disposition reports
  • Vehicle impound forfeiture report
  • Case closed evidence report
  • Evidence location summary report
  • Audit report		

Property subsystems creates necessary communications messages.		
Evidence module will allow data to be exchanged with the prosecutor and court		
2.5 Police Reports		
Mobile data entry required.		
System provides DUI and domestic violence data collection capabilities.		
The system shall maintain a reports log.		
The reports log shall contain the police report number, date, offense, officer, and status, at a minimum		
RMS must be able to support expungement, sealing, and purging of whole records and partial records.		
2.6 Warrant Module/Interface		

The Warrant module should be able to generate the following reports:
  • Warrants issued
  • Warrants served or cancelled
  • Warrant summary based on varying search criteria attempts to serve by date or date range		

• Warrant aging report • Warrant affidavit		
2.7 Arrest Module		
The system needs to be able to generate the following reports: • Daily arrests, by day and time, and date range Arrest report and/or affidavit • Arrests by location • Arrest log		
Data will need to be exchanged with the following internal external systems. • Jail Management System (JMS) • Court • Prosecutor • Criminal history system • Mobile field reporting, Incident reporting, Booking		
2.8 Juvenile Management System (JMS)		
The system will generate the following reports from the juvenile module: • Juvenile custody • Juvenile contact report • Name listing for juveniles separate from adults, based on varying search criteria		
The system will allow data from the juvenile module to be transferred electronically to the prosecutor and the Juvenile detention center.		
2.9 Booking		
The system is able to generate the following reports from the booking module: • Booking summary, based on varying search criteria • Property received receipt • Property released receipt • Booking activity (e.g., intakes, releases, and transfers)		
The booking module allows data to be transferred to the following modules: • Jail Management System (JMS) • Arrest • Warrant and criminal history repositories, following NCIC standards Automated fingerprint identification system Mug-shot system		
The system provides the ability to collect information from the RMS and populate it into the Jail Management System JMS pre-booking module.		

2.10 Field Contact and Interviews		
Ability to search based on description		
Ability to capture photo of subject with functionality the same as master name file.		
Ability to print FI detail reports.		
The module should allow the officer to collect data on the demographics of the people involved in order to collect statistics for reporting on bias-based policing evaluations. • Field contact summary, based on varying search criteria • Virgin Islands repositories, NCIC Mugshots Fingerprints		
A field contact module should allow for the collection of the following information • Location and time • General circumstances • Names and descriptions of persons • Identifying information on vehicles or other property • Clothing details		
2.11 Protection Orders		
This module is used to record protection orders and restraints, including harassment orders, protection orders, no-contact orders, and civil protection orders. All parties named in the orders and their relationship to the order must be stored in the system.		
The system should record information such as the issuing authority, effective time period, location, distance, restrictions, and type of contact prohibited.		
The system must be searchable by name and location of the parties and also may be cross-referenced by vehicle		
The system should generate the following reports: • Expired/soon-to-expire orders • Active orders • Orders that have been served • Orders received by source • Cancelled orders • No trespass orders		
2.12 Equipment and Asset Management		
Equipment management module will be required to manage the following processes: • Record the receipt of equipment • Record the source of the equipment • Issue equipment to an organizational element or		

individual • Track equipment check-in or checkout		
The system should allow for integration of bar-coding equipment, a Radio Frequency Identification Device (RFID), etc. The system should have the ability to store photographs of the equipment.		

The system will need to generate the following reports:
  • Physical inventory report, based on varying search criteria (e.g., category, age, unit, and location)
  • Physical inventory exception report
  • Check-in/checkout log
  • Equipment history		

The system should interface with department of Property and Procurement.		
2.13 Traffic Accident Reporting		
The module also should allow the officer to collect data on the demographics of the people involved, to collect statistics for reporting on bias-based policing evaluations.		

The system is able to generate the following reports from the Traffic Accident reporting module
 	
  • Accident report
  • Accidents by location
  • Accidents by time of day and day of week
  • Accidents by violation
  • Accidents by severity
  • Accidents by driver demographic
  • Statistical summary by intersection
  • Statistics by area (e.g., beat, precinct), day, and time		

A citation module should capture the court data and record the court's disposition of the citation issued at Traffic accident.		
2.14 Permits and License		
The system must track status of licenses and permits including application granting, denial, revocation, and expiration.		
The system must track the payments associated with the issuance of licenses and permits or link with a financial system to determine payment status.		
The system will receive notification of payment receipt from the financial system.		
The system must generate appropriate alerts and notifications based on the change of status or an upcoming expiration date		

The system must verify applicant names against MNI, criminal history or other background information depending on the type of license or permit.		
The system will generate an alert if licensee is arrested or is issued a traffic violation.		
The system will need to generate the following reports: • Permits and license applications denied with reason • False alarm responses • Permit and license expiration notice and listing • The false alarm response information from the CAD will need to be accessible to the permits module		
2.15 Fleet management		
Fleet management includes all vehicle types (e.g., car, motorcycle, boat, and aircraft) and generally encompasses: • Tracking and issuance of fleet assets • Tracking service and maintenance schedules and history • Parts inventory and warranties • Fuel and oil inventory and usage • Vehicle disposal		
Inventory entry includes but is not limited to: make, model, style, color, plate#, VIN#, division, marked/unmarked, agency unit #		
2.16 Vehicle Maintenance		
The system shall provide a vehicle maintenance subsystem to assist in tracking the maintenance and other history of the vehicle fleet.		
The vehicle maintenance subsystem shall keep track of "service due" dates.		
System provides maintenance log for internal routine services (oil changes, tires changed); ability to log external repairs by vendor, date and service performed at minimum		
When recorded during the "officer on duty" sequence, the system shall provide the ability to enter officer identification and vehicle mileage into the vehicle history.		
The following reports will need to be generated: • Fleet inventory • Maintenance schedule • Fleet repair log • Fluid consumption/cost • Vehicle repair cost • Fleet equipment list • Descriptive characteristics of the vehicle (e.g., color,		

make, and model) • Date the vehicle was deployed • Starting mileage • Identifiers (e.g., VIN and license plate number) Any agency-specific unique identifier • This module also will establish the service schedule, such as tune-ups and oil changes.		
2.17 Training Management System		
The system interfaces with P.O.S.T.		
The system tracks and records P.O.S.T. and non P.O.S.T. courses for police officers, dispatchers, and professional staff.		
2.18 Personnel Module		
The Personnel module shall capture and maintain information on the individuals in their department, including volunteers.		
The system must allow for • Personnel summary, based on varying search criteria • Personnel detail • Duty roster • Training and certification scheduling • Pending certification and skill expiration • Issued equipment based on varying search criteria • Health maintenance requirements for duty status		
The system should record and track uses of force, vehicle pursuits, vehicle crashes, employee injuries, citation data, field contact reports, citizen complaints, and civil and criminal actions.		
Information may include names and addresses, physical characteristics, assigned equipment, emergency contact information, special skills, classifications (e.g. sworn/nonsworn), and rank histories.		
The Personnel module will support tracking required medical baselines for active employees. The information should include date, type, and expiration date of physical health updates the employees receive.		
2.19 Analytical Module		
The analytical module will be required to have Intelligence-Led Policing tools that will enable the department to make informed decisions and identify crime trends.		
Analytical support can be subdivided into four main types: • Tactical Analysis • Strategic Analysis		

• Administrative Analysis • Forecasting Analysis		

The system should support the ability to aggregate data on the various indicators, such as:
  • Current period vs. previous period
  • Current period vs. historical average percentage of total crimes for period by:
    ▪ Reporting districts
    ▪ Areas/beats/zones
    ▪ Teams/shifts
  • Percentage change from prior periods (i.e., trend)		

RMS should contain the ability to conduct crime distribution analysis based on a number of criteria, including:
  • By area/beat or reporting district (i.e., ZIP codes) By time, date, and day of week
  • Frequency of occurrence
  • Citation
  • Crime/incident report number
  • Field interview data
  • Search warrant data
  • Vehicle information
  • Type of offense (e.g., residential, auto, or business)		

The system must be able to query on indicators, such as date of the incident, case type, and assigned officer.		

standardized reports from RMS business functions are:
  • Incident reports
  • Accident/crash reports
  • Property/evidence reports
  • Citation reports
  • Field interview reports
  • Uniform Crime Reports (UCR)/National Incident-Based Reporting System (NIBRS)
  • Case management reports
  • Billing reports
  • Summary reports for warrants, citations, CFS, accidents, and employees		

3 CAD System Functions

Key to the Computer Aided Dispatch portion of the system is incident handling. Since this is a particularly critical function, it is important that its implementation be as complete and easy to use as possible.

REQUIREMENT	RESPONSE	COMMENTS
3.1 Incident Entry		
Two incident formats shall be provided for the entry of incident information, one for calls for service from the public, and the other suitable for officer initiated activity.		
The call for service screen shall allow entry of the following information: • Incident location to include full address, apartment number, suite number, and city with GIS address validation. • Incident type • Response priority • Caller name, address, telephone number • Incident details • Vehicle information (license plate, make, model, year, color)		
Upon entry of a vehicle license plate, the CAD System shall immediately display a history of recent contacts with the vehicle.		
Upon entry of a vehicle license plate, the CAD System shall look up the person associated with the vehicle and display pertinent information about the person including but not limited to recent contact history, officer safety notations, and arrest, warrants, and suspect information.		
After initial entry of information, the system shall verify the incident location against a geographical database (ESRI ArcGIS GEO file).		
The system shall interface with an E9-1-1 controller to automatically receive caller location and telephone number information when an E9-1-1 call is received. Outline capabilities for Text to 9-1-1.		
Receipt of the E9-1-1 information shall cause the CAD system to automatically present the information in an incident entry form at the answering call taker position.		
When the user commits the transaction, the system shall assign a system generated incident number to the incident and record the date, time and dispatcher handling the call.		

4. FIRE RMS REQUIREMENTS

System provides ability to record who worked, units dispatched, comments, caller information, attach documents and photos, investigate, collect evidence,		

maintain Juvenile fire starters at minimum		
System provides the following reports/forms including but not limited to: Basic, Fire, Structure Fire, Civilian Fire Casualty, Fire Service Casualty, EMS, Hazardous Materials, Wildland Fire, Apparatus or Resources, Personnel, Arson, Juvenile Firestarter, Supplemental		
Inspections can be completed on mobile device with real-time updates and full access to information about specific property		
Ability to track federal and local violations; allows violation tracking based on inspections.		
Ability to attach photos and scanned documents to inspection record.		
Hazard flags from inspections are displayed in CAD as incident is entered and available in Fire Mobile for responders to view.		
Ability to enter and track property by description, related case number, bin number, owner information, case disposition, released or destroyed property, ID for firefighter.		
System provides an option to playback AVL history on Fire Trucks with various options such as: date/time, unit, interval at minimum		
Ability to query and print report showing all reports submitted by data parameters.		
Allow agencies to capture all data into RMS that is obtain from Automatic license plate readers. (ALPR)		
System has Fleet and Property management capabilities to track vehicles and equipment.		
System has Personnel Management capabilities to track Full-time, Part-time, and volunteer employee profile, training and certifications.		
System has the ability to interface with the financial system, prompting notifications when payments are received.		
System provides Inspection certification renewal notifications on Daily, Weekly, Monthly, quarterly basis and allows for reports to be drawn based on parameters.		
System maintains a copy of fire certifications for renewals		
System Flags businesses with prior citations		
System tracks and maintains Fire Safety training records		
System track permits and alerts when expiration date approaches.		
System allows for Pre-fire planning based on information gathered during inspections (location, size,		

hazardous materials identified)		

5.0   Terms and Conditions for RFP

5.1   Response Format

All submittals in response to this RFP must conform to the format of the RFP from Section 2 to Section 5.27. If no specific response is required for a Section, Respondent must state "Acknowledge" after the corresponding item header in the response. Alternatives to the RFP will be accepted and evaluated only if they are in addition to, and not in place of, the stated requirements.

Respondents shall prepare an "Executive Summary" labeled Section 1 in their response outlining the overall experience of the firm, their corporate address, number of local resources in the northwest Indiana area, and stating in precise terms your understanding of the project. ***The summary must include the bid amounts as specified in Section 5.16, and be signed by an authorized representative of the firm.*** Included in Section 1, Respondents are to propose a high level installation work plan for the entire project. The project plan should have an initial start date of December 1, 2017.

Respondents must state the number of qualified installation personnel to be assigned for each phase of the project in the proposed project plan.

5.2   Response Submission

Responses to this RFP must be submitted in a sealed package and delivered to the Department of Property and Procurement on or before 1:00 PM on Friday, September 22, 2017 as follows;

<div align="center">

Property and Procurement
3274 Estate Richmond
Christiansted, VI 00820
Attn: Dynell Williams
Deputy Commissioner of Procurement

</div>

Packages shall be clearly labeled on the outside as follows;
*"**Request for Proposal Virgin Islands Public Safety
Enterprise Solution"***

Respondents shall supply 1 original bid package bound, and 4 copies unbound, and 1 USB thumb drive with the complete response attached in a PDF format. The thumb drive shall be free of any threats.

5.3   Costs Associated with Preparation of The Contractor's Response

The GVI is not liable for any cost incurred by the Respondents in preparing responses to this RFP or negotiations associated with award of a contract.

5.4   Pre-Proposal Meeting

A pre-proposal meeting will be held on September 7, 2017, at 9:00 AM. The location of the meeting will be at the Property & Procurement #3274 Estate Richmond, Christiansted, VI 00820. The meeting will be followed by a project site walkthrough for each network each day.

5.5   Site Survey

Each Respondent will review the requirements of all project stakeholders during the project initiation phase.

5.6   Subcontractors

Should a Respondent attend the Pre-Proposal meeting and represent his or her respective company, that company will be prohibited from acting as a subcontractor to another Respondent responding should that company be awarded the contract.

The submission of a Proposal constitutes a representation and agreement that the Respondent has not divulged its proposal to, or colluded with any other potential Contractor or party to a Proposal whatsoever.

5.7   Interpretation and Additional Information

Any interpretation, correction, or change of the RFP will be made by an ADDENDUM by the Department of Property and Procurement (P&P). Interpretations, corrections, or changes to the RFP made in any other manner will not be binding, and contractors shall not rely upon such interpretations, corrections, or changes. Addenda will be emailed to all that are known to have attended the Pre-Proposal Meeting. Addenda shall be issued as expeditiously as possible. It is the responsibility of Respondents to determine whether all addenda have been received.

5.8   Addenda

It will be the responsibility of all Respondents to contact P&P point of contact via email at Dynell.williams@dpp.vi.gov prior to submitting a response to the RFP to ascertain if any addenda have been issued, and to obtain any and all addenda, execute them, and return addenda with the response to the RFP.

5.9   Questions

Questions regarding this RFP must be submitted in writing via email to Dynell Williams, Deputy Commissioner, Division of Procurement and Dynell.williams@dpp.vi.gov. All questions must be received by Friday, September 11, 2017 before 4:00PM Atlantic Standard Time, and all answers will be shared with all Respondents who attended the Pre-Proposal Meeting.

5.10 Proposal Binding Period

Prices quoted in the Respondents response for all labor and materials will remain in effect for a period of at least 90 business days from the issuance date of the Respondents response.

5.11 Omissions

Omission in any Respondents proposal of any provision herein described shall not be construed as to relieve the Contractor of any responsibility or obligation to the complete and satisfactory delivery, operation, and support of any and all equipment or services.

5.12 Evaluation of Responses

The Department of Property and Procurement shall award a contract to the successful Respondent whose proposal provides the best value to the GVI, based on the evaluation criteria as stated below.

GVI may award a contract on the basis of initial proposals received, without discussions. Therefore, each initial proposal should contain the Respondents best effort in responding to the complete RFP. Discussions may be conducted with, and best and final offers obtained from, responsible Respondents who submit proposals determined to be reasonably susceptible of being selected for award. If "Best and Final" offers are requested, they will be evaluated against the same criteria as were the initial proposals.

GVI reserves the right to either partially or fully award the contract based on the responses received.

Bids will be evaluated as follows;
- Quality of Project Plan – understanding the project
- Completeness of bid – adherence to scope and specifications
- Respondent qualifications
- Project Manager Resume
- Price
- References

5.13 Right to Reject

The GVI reserves the right to reject all bids.

5.14 Payment Schedule

Payment shall be made upon delivery of services and installation of equipment on a percentage completed basis to be agreed upon with the Contractor and the GVI based upon the percentage of the contracted work completed each month.

5.15 Price Quotations

All pricing shall specify quantity or units to be purchased at a specified rate. Labor may be quoted without detailed hours. Respondents are to propose pricing for 100% of the project broken down into annual payments over a five year period.

5.16 Variation in Quantities and Configurations

Equipment and capacity requirements are the best estimates currently available. GVI reserves the right to modify quantity and configuration requirements. The Contractor agrees to sell the revised quantity of items at the unit price as stated in the contract between the GVI and the Contractor. Any cost encountered, which is not specifically itemized in the bid, shall not be incurred unless agreed upon, in writing by the GVI.

5.17 The Contractors Qualifications

The selected Contractor shall be a fully licensed agent, or engage a Subcontractor that is an agent of chosen Public Safety Enterprise system (Contractor Team). The Contractor or Contractor Team shall be experienced in the installation, configuration and operations of said solution.

In the event of a Contractor Team all team participants shall be identified in Respondents response.

5.18 Maintenance Quote

GVI may choose to contract with the successful Respondent to provide territory-wide maintenance of the network installed during the course of the project. Maintenance should be quoted on an annual basis, with an estimate of the expected number of hours per month and the rate per hour. In addition, Respondents should specify the service response time to issues reported by GVI or discovered by the Contractor.

The GVI considers it highly desirable that Respondents agree to supply support for the first year at no additional charge to the Territory.   The first year would begin after the deployment and training.

5.19 References

Respondents should supply to the GVI 3 references of at least 3 proven installations of said solution. The referenced projects shall have been completed by the Contractor within the last 3 years. Respondents shall supply references client name, contact name, contact information (telephone number, and email address), and a description of the referenced project.

5.20 Prime Contractor

In the event multiple Contractors submit a joint response to this RFP, a single Contractor shall be identified as the Prime Contractor. The Prime Contractor responsibilities shall include performing overall project administration and serving as a focal point for the GVI. The Prime Contractor shall also prepare and present a consolidated invoice for work performed and/or for equipment installed.

The GVI will only contract with the Prime Contractor.

5.21 Project Manager

The successful Respondent shall assign a permanent Project Manager (PM) for the duration of the project for the installation of all sites contracted by the GVI. The PM responsibilities shall include coordinating and monitoring plans and schedules, maintaining project budget and status information, administer changes required, being present at GVI meetings, and overseeing preparation of reports and presentations. The PM shall prepare and submit weekly project status reports, and update the project schedule accordingly.

The PM resume is required to be submitted with all bid responses.

5.22 Compliance with Laws and Regulations

The Contractor performance of the work shall comply with applicable federal, and local laws, rules, and regulations. The Contractor shall give required notices, shall procure necessary governmental licenses and inspections, and shall pay without burden to the GVI, all fees and charges in connection therewith unless specifically provided otherwise. In the event of violation, the Contractor shall pay all fines and penalties; including attorney's fees and other defense costs and expenses in connection therewith.

5.23 Indemnification

Contractor agrees to indemnify and hold harmless the GVI, its agent, and employees from any and all lawsuits, claims, demands, liabilities, damages and losses including all costs, expenses and attorney's fees incurred in connection therewith, for or on account of any injury to any person, or any death at any time resulting from such injury, or any damage to property, which may arise or which may be alleged to have arisen out of or in connection with, or as a result of any action or inaction of the Contractor in performing the work covered by this project.

5.24 Liability and Insurance

Contractor to furnish and deliver prior to commencement of work, a completed Certificate of Insurance satisfactory to the Government of the Virgin Islands containing the following at its own expense:

- Provision that coverage cannot be canceled without a thirty-day notice to the GVI
- Compliance with statutory limits of the U.S. Virgin Islands for Worker's Compensation and Employer's Liability
- The minimum amounts of general liability insurance shall be as follows:
  - $1,000,000 per occurrence and $2,000,000 aggregate coverage with the GVI named as primary, noncontributory additional insured.

- The minimum amounts of product liability insurance shall be as follows, except no restriction on occurrence limits will be permitted:
  - Product Liability Limit - $2,000,000 combined single limit per person for each occurrence.
  - Contractor to have Automobile Liability insurance on any autos, hired autos, and non-owned autos of $1,000,000
- Contractor to furnish a copy of the Endorsement showing U.S Virgin Islands as an additional named insured on the General Liability policy and Professional Liability policy;
  - or provide separate coverage, in the amounts enumerated above, with an Owner's Protective policy. GVI reserves the right to request and receive a copy of the Contractor's insurance policies referenced herein.
- The Contractor shall cease operations on the project if the insurance is canceled or reduced below the required amount of coverage, in such case, this shall be deemed a default.

5.25   Cancellation

In the event the Contractor violates provisions of this RFP, quote, or Contract the GVI may give written notice to the Contractor stating the deficiencies. Unless deficiencies are corrected within five (5) working days, recommendations will be made for the immediate cancellation of the project. The GVI reserves the right to terminate immediately any contract resulting from this RFP for failure to correct deficiencies.

5.26   Changes after Issuance of Contract

During the course of the project, either party may issue requests for changes in the contract. This shall take the form of a Change Proposal which, if accepted by both parties, shall be executed as a change to the contract which will thereby be amended to the extent of the change (Change Order).